



# CITY OF HOUSTON

## Job Posting

	BJW
1	<b>Applications accepted from:</b> ALL PERSONS INTERESTED
2	<b>Job Classification</b> PROGRAM MANAGER (SUMMER ONLY)
3	<b>Posting Number</b> PN# 110263 (4 Positions)
4	<b>Department</b> PARKS AND RECREATION
5	<b>Division</b> RECREATION OPERATIONS
6	<b>Section</b> SUMMER FOOD SERVICES
7	<b>Reporting Location</b> 6402 Market Street
8	<b>Workdays &amp; Hours</b> M - F, 8 a.m. – 5 p.m.*
	*Subject to change
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b> The individual will oversee, coordinate and monitor multiple Community Relations Specialist functions and activities for the Summer Food Service Program. Responsible for ensuring timely preparation of daily and weekly documents. Plan, develop and implement procedures to meet state regulations and guidelines. Supervise the preparation of city and state reports and other documents. Conduct staff training. Assist in the preparation and maintenance of reports and documents as required. Must work with supervisor to maintain inventory controls systems and marketing of programs. Must be able to communicate verbally and in writing. Perform other duties as assigned.
10	<b>WORKING CONDITIONS</b> The position is physically comfortable; the individual has discretion about walking, standing, etc.
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> An Associate's degree in Business Administration, Management or closely related field is required.
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Two (2) years of experience in coordinating and managing community programs and activities are required.
13	<b>MINIMUM LICENSE REQUIREMENTS</b> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2),
14	<b>PREFERENCES</b> In certain recreation center, preference will be given to applicants with bilingual (English/Spanish) skills.
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> NONE
16	<b>SAFETY IMPACT POSITION</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range – Pay Grade 17 \$12.50 Hourly</div>
18	<b>OPENING DATE</b> May 3, 2006
19	<b>CLOSING DATE</b> May 9, 2006
20	<b>APPLICATION PROCEDURES</b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> <div>An equal opportunity employer</div>